

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
1P:Animal Health and Industry						
Schedule #: 220 1#:Maine Nursery Licensing and Inspection Records						
Original application for License to handle nursery stock. Shows name of business, owner, address, type of business, etc. Inspection reports, giving condition of plant material at place of production or sales outlet, and corrective action taken relative to insects, diseases, and plant viability. Correspondence relating to applications and inspections.	Paper	11/22/1976	Years 4	No Retention 0	Destroy	Current
Schedule #: 220 2#:Licensing and Inspection of Bee Colonies						
Original application for beekeepers license. Inspection reports showing colonies inspected and condition of apiary. Correspondence relating to applications and inspections. Claims relative to damage to bees by wild animals and pesticides.	Paper	11/22/1976	Years 3	No Retention 0	Destroy	Current
Schedule #: 220 6#:Certified Seed Potato Program						
Seed growers wishing to sell "certified" seed must participate in the Plant Industry Division Seed Potato Program. The program involves inspection and certification, with subsequent listing in the published certified seed booklet annually. Files contain copies of applications for participation, ring rot reported, field inspection reports, cards listing growers, inspection fees, shipping cards, and digging reports.	Paper	11/22/1976	Years 3	No Retention 0	Destroy	Current
Schedule #: 220 8#:Foundation Program (Seed Board Project)						
Service available to seed growers providing roguing crews to care for seed plots. Grower receives roguing job and a Florida Test on each plot. Files contain original applications filed alphabetically, all correspondence pertaining to program, foundation field readings (results of roguing inspections).	Paper	11/22/1976	Years 3	No Retention 0	Destroy	Current
Schedule #: 220 9#:Florida Test (Seed Board Project)						
Land in Florida is owned by the State for seed growers to have tubers planted in Florida during the winter months and receive an accurate reading of the virus diseases and varietal mixtures in their sample. This test provides advance information on seed lots which may be planted the following season. Files contain original copies of applications, Florida readings showing results of Florida testing.	Paper	11/22/1976	Years 3	No Retention 0	Destroy	Current

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Schedule #: 221 10#:Cattle Health Records Cattle maintained for any commercial use are tested for Brucellosis, Tuberculosis, and other diseases. Results of these tests, and other health records, are maintained by Division of Animal Industry. Files contain vaccination forms, Brucellosis test records, tuberculosis records and other health records. Retain until death of owner.	Paper	11/22/1976	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current
Schedule #: 221 11#:Canadian Export and Import Forms Files contain forms for importation and exportation of horses (showing results of Equine Infectious Anemia testing), and health certificates for eggs and/or chicks exported into Canada.	Paper	11/22/1976	Years	2	No Retention	0 Destroy Current
Schedule #: 221 12#:Fair Correspondence Division is responsible for inspecting all fairs for stipend purposes. Files contain correspondence between individual fairs and division.	Paper	11/22/1976	Years	3	No Retention	0 Destroy Current
Schedule #: 221 13#:Animal Industry General Correspondence Correspondence files contain inquiries regarding dog licensing, and general correspondence on subjects of auctions, feed additives, garbage cooking inspections, meat grading, and morbidity monthly reports.	Paper	11/22/1976	Years	3	No Retention	0 Destroy Current
Schedule #: 221 14#:Reportable Diseases of Poultry Files contain specific information regarding disease control program for reportable diseases of poultry.	Paper	11/22/1976	Years	3	No Retention	0 Destroy Current
Schedule #: 1771 15#:Stray Dog Claims and Spay/Neuter Reimbursement						

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The records received by this agency are a record of application for payment, received from the animal shelters for the care of stray dogs and for the spay/neuter of stray cats and dogs. The records serve as an invoice to the department. Once received, the records are subject to verification with regard to the rules and statutory language pertaining to the claims (see attached documentation). Once the information is verified, they are entered into a database and a report is generated to produce payment. (Report attached.) These reports are generated on a monthly basis. The claims are then batched together and a copy of the invoice is stored with them. The claims are set aside in an archive box for storage.	Record Copy	4/27/2010 Years	1	0	Destroy	Current

1D:Market and Production Development

Schedule #: 746 1#:Production Development (Agriculture)

This unit regulates plant production (including flowers) and the domestic animal industry in Maine. Duties include quality/safety testing and administration of such special programs as the Seed Potato Program. Records include mailing lists, Business Farm Management Reports, and correspondence related to unit programs.	Paper	4/3/1989 Years	10	No Retention	0	Destroy	Current
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Schedule #: 746 2#:Technology Transfer (Agriculture)

The Technology Program increases the rate of adoption of new technology for commercial agriculture. It provides research/development funds to acquire and disseminate information on new agricultural technology. May include Grant Applications; Special Projects Evaluation Sheet; Agreement Letters and related correspondence.	Paper	4/3/1989 Years	8	No Retention	0	Destroy	Current
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1B:Office of Agricultural, Food and Rural Resources

Schedule #: 37 1#:Dog Licenses Certificate

Serially numbered form for licensing of dogs.	Paper	11/7/1974 Years	2	No Retention	0	Destroy	Current
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Schedule #: 220 3#:Apple Tree Pool

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The purpose of the Maine Apple Tree Pool is to assure to states orchardists the opportunity to obtain good nursery stock at reasonable prices. Orders are taken very early in the spring, after which the State Horticulturist personally checks and purchases the young trees. Records consist of orders for fruit trees, availability of varieties and rootstock, correspondence and other records.	Paper	11/22/1976	Years 3	No Retention	0 Destroy	Current
Schedule #: 220 4#:Plant Board						
Correspondence and reports from Eastern Plant Board and National Plant Board member states concerning plant regulatory matters.	Paper	11/22/1976	Years 4	No Retention	0 Destroy	Current
1T:Office of the Commissioner						
Schedule #: 205 1#:Scholarship Program Reports						
Reports which are made annually on final distribution of grants.	Paper	7/26/1976	Years 15	No Retention	0 Archives	Current
Schedule #: 205 2#:Scholarship Program Applications						
Maine Rural Rehabilitation grant applications and related correspondence.	Paper	7/26/1976	Years 1	No Retention	0 Destroy	Current
Schedule #: 205 3#:Commissioners Correspondence						
Correspondence from the commissioners relating to agriculture.	Paper	7/26/1976	Years 4	No Retention	0 Archives	Current
Schedule #: 206 4#:Motion Picture Distribution						
Correspondence requesting films (from schools, television stations, etc.); booking forms, keysort cards showing television usage, and television files showing stations with which this section deals.	Paper	9/16/1976	Years 3	No Retention	0 Destroy	Current
Schedule #: 206 5#:Motion Picture Production						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Correspondence regarding the production of films, between office and film production companies. Scripts, cut-outs, promotional paperwork.	Paper	9/16/1976	Years 5	Years 5	Destroy	Current
1R:Plant Industry						
Schedule #: 179 2#: Race Officials Hearings						
Records of hearing results concerning violations of Harness Racing rules at the tracks.	Paper	9/9/1975	Years 1	No Retention 0	Destroy	Current
Schedule #: 179 3#: Race Officials Hearings, Card Files						
Card files of violations of Harness Racing rules at the tracks. Permanent in Agency	Paper	9/9/1975	Permanent or Indefinite	No Retention 0	See Description	Current
Schedule #: 179 5#: License Applications						
Completed and signed applications for licensing owners, grooms, trainer-drivers, officials and organizations. Licenses are issued for a one-year period based on information supplied on these applications.	Paper	9/9/1975	Years 2	Years 2	Destroy	Current
Schedule #: 208 10#: Pesticide Application Reports						
Reports of applications of pesticides, giving type of pesticide used, area sprayed, dates of spraying, etc. These reports are filed with Board of licensed applicators.	Paper	10/5/1976	Years 5	No Retention 0	Destroy	Current
Schedule #: 208 11#: Tests for Licensing						
Tests given to individuals for qualification for licensing to apply pesticides.	Paper	8/25/1989	Years 5	No Retention 0	Destroy	Current
Schedule #: 208 6#: Minutes of Board Meeting & Public Hearing						
Minutes of Board Meetings and Public Hearings	Paper	10/5/1976	Years 10	No Retention 0	Archives	Current

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Schedule #: 208 7#:Current Subjective Filing Contains files on general administration procedures, EPA reports and records, aquatic pesticides applications, and experimental chemical applications.	Paper	10/5/1976	Years 3	No Retention 0	Destroy	Current
Schedule #: 208 8#:Non-Technical Correspondence This correspondence consists of inquiries from the general public regarding licensing, application, of pesticides, etc. Kept in agency 6 months then destroyed	Paper	10/5/1976	Retention of Less than 1 Year - See Description	No Retention 0	Destroy	Current
Schedule #: 208 9#:Pesticides Files Case files - current pesticides applicators and license information. Kept in agency until inactive.	Paper	10/5/1976	Retain Until Inactive	No Retention 0	Destroy	Current
Schedule #: 558 12#:Agriculture Viability General Administration Minutes, Committee Correspondence, Program Development Legislation, Rules, Brochure Development, Newsletter Staff Workshops, General Correspondence, Coordinator Applicants, Budget Generator Material, News Releases. Retention counted from termination of program.	Paper	8/7/1986	Years 5	No Retention 0	Destroy	Current
Schedule #: 558 13#:Agriculture Viability Forms and Questionnaires Application Forms, Suggested Forms and Questionnaires to Aid Pilot Projects in evaluating commodities and making inventories of resources. Retention counted from termination of program.	Paper	8/7/1986	Years 5	No Retention 0	Destroy	Current
Schedule #: 558 14#:Agriculture Viability Pilot Projects This series will contain files on the four selected pilot projects, plus all the other local lead agencies that applied for pilot status. They will contain completed applications, agreements, correspondence, observations, reviews, and any material we find which is relevant and helpful to that particular project. Retention counted from termination of program.	Paper	8/7/1986	Years 5	No Retention 0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 558 15#:Agriculture Viability Commodity Profiles It is unclear how many commodity profiles we will be asked to develop by the pilots. An educated guess would be 10 to 30. These files will contain the data we collect, drafts, and several copies of the final product. Retention counted from termination of program.	Paper	8/7/1986	Years	5	No Retention	0 Destroy Current
Schedule #: 1347 16#:Arbortists Licensing Program The department maintains these records in order to keep track of all legally qualified people able to perform arborist duties in the State. A typical file includes: Application, test scores, affidavit of insurance, background check, annual renewals and related correspondence.	Paper	6/21/2000	Years	2	Years	0 Destroy Current
1S:Public Services						
Schedule #: 160 2#:Animal Welfare Correspondence Correspondence on the subject of Animal Welfare between this division and complainants, humane agents, human societies, federal and state agencies, and private citizens.	Paper	9/22/1975	Years	2	No Retention	0 Destroy Current
Schedule #: 160 3#:Complaint Forms Forms made out by investigators who answer complaint concerning inhumanity to animals.	Paper	9/22/1975	Years	6	No Retention	0 Destroy Current
Schedule #: 177 10#:Frozen Dairy Products Licensing and Inspections Licensing of Frozen Dairy Products, Inspections of Frozen Dairy Products establishments, Results of analysis from the Lab.	Paper	9/19/1975	Years	3	No Retention	0 Destroy Current
Schedule #: 177 11#:Feeds Registration Original copies of applications, labels and letters for each Company that registers products to be sold in Maine. Minutes of meetings Memorandums from Federal government.	Paper	9/19/1975	Years	3	No Retention	0 Destroy Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 177 12#:Food Inspection-Bakeries, Stores, Warehouses, Food and Shellfish						
Sample Slips, Results of Analysis from the Lab. Inspection Reports (Bakery, Stores, Warehouse, Food, Shellfish.)	Paper	9/19/1975 Years	3	No Retention 0	Destroy	Current
Schedule #: 177 13#:Fertilizer Registration						
Original copies of application, labels and letters for each Company that registers products to be sold in Maine. Meetings, Sample Slips.	Paper	9/19/1975 Years	3	No Retention 0	Destroy	Current
Schedule #: 177 14#:Seed Registration						
Sample Slips , Results of analysis from the Lab., Memorandums.	Paper	9/19/1975 Years	3	No Retention 0	Destroy	Current
Schedule #: 177 15#:Economic Poisons Registration						
Original copies of application, labels and letters for each Company that registers products to be sold in Maine. Meetings, Memorandums from Federal Government.	Paper	9/19/1975 Years	3	No Retention 0	Destroy	Current
Schedule #: 177 16#:Weights and Measures						
Billings on all scales, meters, pumps, tank trucks in Maine. Records on Local Sealers in Maine. Count of all Marine Worms in Maine. Licensing of all Public Weighmasters in State of Maine. Licensing of all Dealers & Repairmen in State of Maine. Accounts Receivable on Weights and Measures Billings. Occasional hearing records.	Paper	9/19/1975 Years	3	No Retention 0	Destroy	Current
Schedule #: 177 17#:General Correspondence						
All correspondence from and to companies concerned and the general public, regarding milk inspection, meat inspection, sardine inspection, beverage licensing and inspection, frozen dairy products licensing and inspection, feeds registration, seeds registration, food inspection, fertilizer registration, economic poisons registration, poultry inspection, weights and measures.	Paper	9/19/1975 Years	2	No Retention 0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 177 4#:Milk Inspection A Records on Babcock Testing Certificates, Bulk Tank Calibrations on producers, Water Analysis from lab on producers and milk plants. Retention period begins when inactive.	Paper	1/21/1977	Years 1	No Retention 0	Destroy	Current
Schedule #: 177 5#:Milk Inspection B Results of analysis from lab., licenses of milk plants and raw dealers, inspection reports on producers and milk plants	Paper	9/19/1975	Years 3	No Retention 0	Destroy	Current
Schedule #: 177 6#:Meat Inspection Survey reports on slaughterhouses and meat processing plants.	Paper	9/19/1975	Years 3	No Retention 0	Destroy	Current
Schedule #: 177 7#:Sardine Inspection Inspections on Sardine Plants. Assessment payment records on Sardine Plants (licenses included). Weekly pack slips.	Paper	9/19/1975	Years 3	No Retention 0	Destroy	Current
Schedule #: 177 8#:Sardine Daily Pack Slips Shows amount packed by individual packing company daily. Transfer to Marine Resources.	Paper	9/19/1975	Years 1	No Retention 0	See Description	Current
Schedule #: 177 9#:Beverage Licensing and Inspection Application, labels and letters for each plant that registers beverages to be sold in Maine.	Paper	9/19/1975	Years 3	No Retention 0	Destroy	Current
Schedule #: 188 18#:Licensing and Hundredweight Fee Data Applications for license to sell milk, sources of milk supply, transportation charges, and related correspondence.	Paper	7/20/1976	Years 7	No Retention 0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 188 19#:Audit Program						
Statistical data regarding other milk control programs. Market statistics. Audit reports and related correspondence.	Paper	7/20/1976	Years 7	No Retention 0	Destroy	Current
Schedule #: 188 20#:Commission Meetings and Hearings						
Milk Price Announcements, Rescripts of Court decisions and related briefs, Correspondence on pricing and miscellaneous materials.	Paper	7/20/1976	Years 7	No Retention 0	Archives	Current
Schedule #: 188 21#:MMC Minutes of Meetings						
Minutes of Commission meetings and related data, and original and library copies of hearing transcripts.	Paper	7/20/1976	Years 25	No Retention 0	Archives	Current
Schedule #: 445 22#:Wood Scaler License Files						
Each file unit consists of the Wood Scaler License Application, Wood Scaler License Examination and correspondence relating to them. Retention counted from date of last renewal.	Paper	12/13/1985	Years 5	No Retention 0	Destroy	Current
1M:Quality Assurance and Regulation						
Schedule #: 159 1#:Branding Law Time Sheets						
Time sheets of state employees who brand eggs, apples and maple syrup.	Paper	9/9/1975	Years 5	No Retention 0	Destroy	Current
Schedule #: 159 2#:Store Inspection						
Store Sanitation Correspondence and Service Contract with Shaw's markets.	Paper	9/9/1975	Years 3	No Retention 0	Destroy	Current
Schedule #: 159 3#:Blue, White and Red Trademark						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records of applications and correspondence on blue, white and red Maine Trademark	Paper	9/9/1975 Years	2	No Retention	0 Destroy	Current
Schedule #: 159 4#:Federal Poultry Inspections Records						
Service Contracts, Federal certificates for eggs and poultry, overtime worksheets, quality control and water potability reports control book, graders performance records, and correspondence regarding all above.	Paper	9/9/1975 Years	5	No Retention	0 Destroy	Current
Schedule #: 161 5#:Potato Promotion						
General correspondence relating to potato marketing, advertising, promotion and research	Paper	9/22/1975 Years	4	No Retention	0 Destroy	Current
Schedule #: 178 6#:Maine Milk Program						
Correspondence: Letters requesting films, educational materials, booklets, posters, recipes, diets, advertising requests. Sample copies of all booklets, posters, leaflets sent to schools, etc. State conventions, plans, exhibits, workshops.	Paper	9/19/1975 Years	2	No Retention	0 Destroy	Current
Schedule #: 178 7#:Milk Program Minutes of Meetings						
Minutes of all meetings held by Maine Milk Program Committee	Paper	9/9/1975 Years	4	No Retention	0 Archives	Current
Schedule #: 219 10#:Agricultural Trade Show (Prom Project)						
Files contain Contracts, arrangements for meetings which are listed in the Program, General Correspondence, Bills, letters to Exhibitors and Program Chairmen.	Paper	10/27/1976 Years	5	No Retention	0 Destroy	Current
Schedule #: 219 11#:Eastern States Exposition (Prom Project)						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Maine Dept. of Agriculture is responsible for operating the State of Maine Building at Eastern States Exhibition grounds in West Springfield, Massachusetts. Promotions Division is responsible for this building. Files contain Contracts, Bills, Letter to exhibitors, General Correspondence, Attendance Records.	Paper	10/27/1976	Years 5	No Retention 0	Destroy	Current
Schedule #: 219 12#:General Correspondence Regarding Promotions						
Files contain "National Chicken Cooking Contest", "Taste of Maine" promotion, Barbecue Reservations, Gift Carton Requests, general inquiries regarding commodities, Foreign Trade & Export.	Paper	10/27/1976	Years 3	No Retention 0	Destroy	Current
Schedule #: 219 8#:Potato Licensing Law						
Persons or firms operating as shippers, broker, etc. in the Maine Potato Industry are required to file an application for potato licensing. Forms include application, bond form waiver of hearing, copy of law. Original application is in effect until company goes out of business. Note: Destroy outdated records 5 years after they are non-current	Paper	10/27/1976	Years 5	No Retention 0	Destroy	Current
Schedule #: 219 9#:Verified Complaints - Potato Licensing Law						
A person or firm with a complaint against a potato licensee submits "Verified Complaint's" to this office for legal action. Files contain complaints and exhibits. Retention begins when case is settled.	Paper	10/27/1976	Years 5	No Retention 0	Archives	Current
Schedule #: 239 13#:Federal Fruit and Vegetables Inspection Certificates						
A certificate is issued on each inspection made as to grade and condition	Paper	6/20/1977	Years 5	No Retention 0	Destroy	Current
Schedule #: 465 14#:Maine Agricultural Promotion Assistance Matching Fund						
Rules for the Administration of the Fund, Application Files, Worksheets, Correspondence, Payment Requests & Documentation, Disbursement Summaries, Correspondence.	Paper	4/2/1986	Years 5	No Retention 0	Destroy	Current
Schedule #: 466 15#:Maine APPLE Market Order						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Market Order Grower Files & Records, Quarterly Assessment Forms, Tax Collection Reports, General Correspondence, Vendor Contracts, Vendor Bills, Payment & Disbursement Records, Market Order Committee Records, Meeting Minutes, Election File, Enforcement Files, Referendum File.	Paper	4/2/1986 Years	5	No Retention	0 Destroy	Current
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Schedule #: 737 16#:Quality Trademark Program						
Businesses wishing to use the Maine Quality Trademark must apply to this program and post a bond. Records include applications, bonds, rules of program and samples of brochures and packaging materials showing trademark.	Paper	4/11/1989 Years	6	No Retention	0 Destroy	Current
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26#:Board of Pesticides Control						
Schedule #: 807 1#:Pesticides Health Compliance						
This division registers all pesticides used in the State of Maine. They review all literature and may do risk assessments or have them done by independents. Files include: research information; reports and related correspondence.	Paper	4/28/1989 Years	8	No Retention	0 Destroy	Current
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Schedule #: 807 2#:Pesticide Public Relations (Newsletters)						
Record copy of newsletters.	Paper	4/28/1989 Years	4	No Retention	0 Destroy	Current
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Schedule #: 1351 3:Spruce and Budworm Records						
Proposed spray areas, defoliation, spray blocks, project overviews, and related correspondence.	Paper	6/21/2000 Years	0	Years	0 Archives	Current
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Schedule #: 1761 4#:Pesticide Registration						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records are retained to document that companies distributing pesticides have registered them in state as required by statute. The records are useful in the administration of the pesticide regulatory program to demonstrate compliance with state law. Pesticides may not be distributed or used in Maine unless they are first registered with the Board of Pesticides Control. The state pesticides registrar uses the records to track and document which products have been registered in the state for a particular year and the inspection staff uses the information to confirm that pesticide being used or sold in Maine are properly registered. Pesticide distributors and applicators use this data to assure that the products they are selling and using are legal for that purpose. A typical file by company would contain the pesticide product registration renewal forms and the applications to register new products.	Paper	3/3/2010 Years	1	0	Destroy	Current

669#:Bureau of Forestry

Schedule #: 1987 1#:Forest Policy Surveys

These documents are used to collect ad hoc information about forest policy and management by the Maine Forest Service, Forest Policy and Management Division.	Digital File	1/28/2016 Years	15	No Retention	0	Destroy	Current
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(Record copy kept in digital format. Paper will be destroyed once scanned.)

672#:Bureau of Resource Information/Land Use Planning

Schedule #: 2000 1:Conservation Easement Registry

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department of Agriculture, Conservation and Forestry is required to maintain a permanent record of conservation easements records in the Maine registry of deeds (MRS 33 c. 7 s. 479-C). This task has been delegated by the Department to the Land for Maine's Future (LMF) program.	Digital File	5/3/2016	Years 50	No Retention 0	Archives	Current
<p>Registrants are required to annually report the book and page numbers and county registry of deeds for each conservation easement that it holds, the municipality it is located in, and the approximate acreage of each conservation easement, along with additional data required by the Department. Upon the establishment of this law, InforME was contracted for the development of a web-based registry that is used by conservation easement holders to electronically upload their records. The record is an electronic database - there are no paper records generated or maintained. Records are to be used by the Maine Attorney General's Office to assist them in their ability to legally enforce an easement should a lawsuit against the owner of holder of the easement be brought to the courts. Occasionally, members of the public request data from the easement registry.</p>						

Schedule #: 2001 2:Land for Maine's Future Program - Board Meeting Minutes

MRS 5 ch. 353 states that the Land for Maine's Future (LMF) Board must meet at least 4 times each year and in accordance with MRS 5 ch. 8052, may adopt rules it considers necessary for the conduct of its business. In compliance with Title 5 ch. 379, LMF Board meetings are held in public places, are open to the public for attendance and the meeting minutes are made available to the public via the LMF website.	Mixed	5/3/2016	Years 10	Years 20	Archives	Current
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Meeting minutes are used by LMF staff and staff from the Departments of Agriculture, Conservation, Forestry, Inland Fisheries and Wildlife and Marine Resources to document Board decisions related to LMF bond funds, and selected project proposals.

A typical file would include the Board meeting agenda, documents associated with each agenda item. Copies of slides or presentations made at the meeting and the meeting minutes.

Schedule #: 2002 3:Land for Maine's Future Funding Proposals - Accepted Proposals

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Description	Media	Last Updated		In Agency Retention		Rec Center Retention	Disposition	Status
These files pertain to funding proposals submitted to the Land for Maine Future (LMF) Program and selected by the LMF Board as finalists for funding. Enabling legislation can be found in MRS Title 5 Ch. 353.	Paper	5/3/2016	Years	10		Years 20	Archives	Current
These files document the State's ownership or ownership interests in real estate acquired with State of Maine bond funds. The documents may be used by LMF staff, LMF Board members, DOT contract attorneys, Attorney General's office and staff from the Departments of Marine Resources, Inland Fisheries and Wildlife and Agriculture Conservation and Forestry, and Treasurer's Office to determine which bonds and the amount of bond funds used, what property was acquired, the ownership interest of the State of Maine, purpose for which the property was acquired and conditions of funding, in order to ensure the State's investment in the property is maintained over time and funding conditions of the LMF Program are upheld.								
Files include: funding proposals, real estate appraisal(s), property survey(s), environmental surveys, real estate closing documents, payment records and other legal documents of record, including LMF Project Agreements, key records of communication, project amendments or property transfers post-closing.								

Schedule #: 2002 4:Land for Maine's Future Funding Proposals - Rejected Proposals

These files pertain to funding proposals submitted to the Land for Maine's Future (LMF) Program and NOT selected by the LMF Board as finalists for funding. Enabling legislation can be found in MRS Title 5 Ch. 353.	Paper	5/3/2016	Months	6		Years 20	Archives	Current
These documents are primarily used by LMF staff and Board members and staff from the Departments of Marine Resources, Inland Fisheries and Wildlife and Agriculture Conservation and Forestry.								
Files include: funding proposals and may also include real estate appraisal(s), property survey(s), environmental surveys and key records of communication with the applicant.								

15#:Maine Milk Commission

Schedule #: 715 23#:Milk Pool Calculation Sheets

Computer sheets calculating the redistribution of the Maine Milk Pool.	Computer Printout	1/3/1989	Years	7		No Retention	0	Destroy	Current
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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
17#:Maine State Harness Racing Commission						
Schedule #: 179 1#:Harness Racing Commission Hearings						
Transcripts of hearings held for rule changes, to establish racing dates, to hear appeals of judges decisions, or when requested for other reasons.	Paper	9/9/1975	Years 5	No Retention 0	Archives	Current
Schedule #: 179 4#:General Harness Racing Correspondence						
Bonding Files, U.S. Trotting Association Corres., technical information requests, race track correspondence.	Paper	9/9/1975	Years 3	No Retention 0	Destroy	Current
Schedule #: 205 3:Commissioner's Correspondence						
Correspondence relating to the Agriculture on the following Subjects: Conservation,education, energy, environment, farm organizations, labor, land, organic farming, rural development safety and transportation.	Paper	9/9/2004	Years 4	0	Archives	Current
Schedule #: 1231 5A:Substance Abuse Log - Harness Racing Commission						
Positives - All drivers, trainers grooms or anyone who can enter the paddock area of a race track must be randomly tested for drugs. files to include: tags, medication form and substance abuse log. Keep in Agency until person dies.	Paper	6/21/2000	Variable - See Description 1	No Retention 0	Destroy	Current
Schedule #: 1231 5B:Substance Abuse Log - Harness Racing Commission						
5B. Negatives - All drivers, trainers grooms or anyone who can enter the paddock area of a race track must be randomly tested for drugs. files to include: tags, medication form and substnce abuse log.	Paper	6/21/2000	Years 1	Years 0	Destroy	Current
14#:Seed Potato Board						
Schedule #: 220 7#:Seed Potato Board Minutes						
Minutes of Seed Potato Board.	Paper	11/22/1976	Years 5	No Retention 0	Archives	Current